



State of Arizona
Department of Education

SCHOOL FINANCE MEMORANDUM 15-005

TO: County School Superintendents

FROM: Lyle Friesen, Director of School Finance

DATE: July 15, 2014

SUBJECT: Transportation Aid for Unorganized Territories

Arizona Revised Statutes – ARS §15-1001 paragraphs B. and C. specifies “The county school superintendent shall determine the amount of transportation aid for transportation of children from unorganized territory to school districts within that county based upon the provisions of section 15-945, subsection A, paragraphs 1 and 2, except that such transportation aid shall not exceed the actual cost of providing such transportation. The county school superintendent shall certify the amount to the department of education which shall apportion the monies no later than the second Monday in September, December, March and June.”

If your county provides transportation or contracts for transporting students from unorganized territories, please complete the attached FY2015 Unorganized Territory Transportation Claim Form and, if applicable, the attached Unorganized Territory Transportation Vendor Form and return to the ADE by August 22, 2014. The claim must be received by this deadline in order to be included in the September payment. Any claims submitted after this deadline will be paid in the December scheduled payment

Please fully complete the claim form. All requested information must be provided in order for your claim to be processed. If you have any questions or concerns regarding the completion of these forms, please contact Windy Nakamoto at Windy.Nakamoto@azed.gov or by phone at 602-542-8253. If you need additional lines to list additional expenditures, please attach a separate page with the information.

If the transportation is provided through a contract or contracts, reference line (5), Other Expenditures: Contracted Miles to Districts. Please list the total miles, the total amount paid to all vendors for mileage and total students transported. In addition, please complete the Unorganized Territory Transportation Vendor Form for each vendor (bus companies, schools or individuals) providing the transportation service.



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Finally, whether providing the transportation service directly or through a contracting agency, please complete line 10 of the Unorganized Transportation Claim Form, using the following table to determine the per mile support level.

Approved Daily Route Miles per Eligible Student Transported	FY 2013-2014 State Support Level per Route Mile
I. 0.5 or Less	\$ 2.49
II. More than 0.5, through 1.0	\$ 2.04
III. More than 1.0	\$ 2.49

Please remind any districts submitting transportation expenditure information to you for this county claim that these route miles and students cannot be duplicated on their District's Transportation Route Report to the Arizona Department of Education. District miles should be reported on the route report as "Other miles".

If you have any questions regarding these instructions please contact Windy Nakamoto at Windy.Nakamoto@azed.gov or by phone at 602-542-8253.

**COST OF TRANSPORTING STUDENTS FROM UNORGANIZED
TERRITORIES TO ORGANIZED SCHOOL DISTRICTS (ARS-15-1001.B.)**

County _____

1. 2013-2014 Adjustment

2013-2014 Allocation \$ _____ Less Actual Cost \$ _____
Adjustment

2. 2014-2015 Estimated Payment

Estimated Payment Less Adjustment = Quarterly Payment

\$ _____ (Estimated Payment
- \$ _____ (Adjustment)
_____/4= \$ _____ (Quarterly Payment)

Quarterly Payment

September \$ _____ March \$ _____

December \$ _____ June \$ _____

**SCHOOL FINANCE
ARIZONA DEPARTMENT OF EDUCATION
1535 WEST JEFFERSON
PHOENIX, AZ 85007**

Windy Nakamoto – (602) 542-8253

FY 2015 UNORGANIZED TERRITORY TRANSPORTATION CLAIM FORM
(COST OF TRANSPORTING STUDENTS FROM UNORGANIZED
TERRITORIES TO ORGANIZED SCHOOL DISTRICTS PURSUANT TO ARS 15-1001.B.)

County _____

Pupil Transportation Expenditures

	2013-2014	2014-2015
	<u>Actual</u>	<u>Estimated</u>
1. Salaries	_____	_____
2. Employee Benefits	_____	_____
3. Supplies and Materials	_____	_____
4. Utilities and Communication	_____	_____
5. Other Expenditures:		

Contracted Miles to Districts (please attach a list of all contractors – see attached form)
Sum of all Vendors from attached forms

Total Mileage	_____	_____
Total Students Transported	_____	
Number of Vendors	_____	

6. Specify Other Expenditure

_____	_____	_____
_____	_____	_____
_____	_____	_____

7. TOTAL \$ _____

8. TOTAL \$ _____

9. 2013-2014 Daily Route Miles _____

10. _____ X 180 days X (either \$2.49 or \$2.04 as per memo) \$ _____

11. County Transportation Aid equals the lesser of 8 or 10 _____

County School Superintendent

Date

Contractor Transportation Miles

[illegible]